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10-3-1

RECORDS MANAGEMENT STAFF

FILING WORKSHOPS PROJECT

STAT 1. On 11 August 1959 [redacted] proposed to the Director of Training a series of one-day Filing Workshop Refresher Courses and included a detailed plan and schedule. On 21 August 1959 Mr. Baird concurred in this proposal. (Tab A)

2. The Office of Training issued a Special Bulletin No. 22-59 on 8 October and an article in the September Training Bulletin announcing the Filing Workshops to Agency Personnel. (Tab B)

3. Early preparations and planning were conducted by Chief, Clerical Training, [redacted] STAT
STAT and Records Analyst, [redacted]

4. On 12 October 1959, Records Analyst, [redacted] was assigned to STAT
the Filing Workshops Project vice [redacted] transfer to Office of STAT
Personnel.

5. a. Forty-five employees from DD/S offices registered for the first Workshop and 38 were present for the session on 26 October 1959.

b. Forty-four from DD/I offices (and 1 from DD/S) registered for the second Workshop and 38 attended the 16 November session.

c. Fifty-five from DD/P offices registered for the final Workshop and 50 attended the 7 December session.

d. Table showing number of people from each Office attending Workshops. (Tab C)

e. Table showing grade spread of people attending Workshops. (Tab D)

f. Lists showing names of people attending Workshops. (Tab E)

6. The actual Program, as conducted for each of the 3 Workshops, included:

STAT a. [redacted] Chief, Clerical Training [redacted] Acting Chief at STAT
STAT last two) and [redacted] Chief, Records Management Staff to open the session and outline the scope and background of the Agency's filing problems.

b. The morning sessions were conducted by OTR Instructor [redacted] STAT to study the Agency's System of Subject Numeric Filing for Administrative files and to actually practice the recommended methods of classifying and filing records with sample correspondence and documents.

c. The afternoon sessions were conducted by Records Analyst [redacted] STAT He presented slides and comments on the Subject Numeric Filing System

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and spoke on several principles of efficient Records Management. A second talk by [redacted] provided specific instructions in a step by step installations of or conversion to this system for office files.

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d. Records Analysts [redacted] STAT [redacted] to conduct "Filing Clinics" at which they received specific office filing problems presented by the students and recommended solutions.

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e. A Critique Form was completed by the students after each Workshop.

f. Kits of filing aids and samples were given each student to keep and use in his office work.

g. Copy of the Workshop Program (Tab F)

h. List of Filing Aids in Student's Kits (Tab G)

7. a. A review of the Critiques indicates a general endorsement of the Workshop method and value.

b. Questions on the Critique Form were phrased to oblige students to cite specific items on the Program. This was done to uncover points to be repeated, dropped, or improved in future presentations and was not merely to obtain endorsements. (Tab H)

c. Because of the kind of Critique questions posed, a few isolated objections could indicate the relative goodness of items or be an effort to answer the question. However, points which received comments from several students were taken as indicative.

d. Summary of overall comments received (Tab I)

e. Recapitaulation of all Critiques received from each component (Tab J)

f. The actual Critiques collected. (Tab K)

8. CONTRIBUTIONS

a. The value to the Agency from the Filing Workshops is mostly intangible.

b. Over 126 employees, Supervisors, and Records Officers were trained in the Agency's standard system for administrative files.

c. The Records Management Officer from WH/DDP attended the Workshop and as a result called this Staff requesting technical assistance with the PP/Staff filing system. He intends to extend this assistance into other portions of the WH Division.

d. We have noted other indications of an increasingly active and favorable relationship toward Records Management by DD/P personnel and Records

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Management Officers. We know the Workshop has helped further this in some instances.

e. Many of the Agency's Records Officers inform this Staff of increased Records Management activity and appreciation ~~of~~ in their areas.

f. A separate 2½ hour condensed version of the Workshop was presented to 12 employees and Supervisors of the Real Estate and Construction Division, Office of Logistics. Similar presentations are being considered for other Agency offices.

g. To assist with file conversions and annual file cut off, the Workshops offered pre-prepared file folders and guide cards. Requests for these supplies have increased over last year's demand.

h. Favorable publicity for the Workshop and the Records Management Program was distributed in the latest Training Bulletin (TAB L).

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